

Optional Form

Example – Authorization Letter to Close FRG Checking Account.

[Unit Letterhead]

Office Symbol

[Date]

ATTENTION: Bank Name
Checking Accounts
Bank Address
City, State ZIP

SUBJECT: Authorization to Close the _____ Family
Readiness Group checking account.

Dear Accounts Manager:

This letter is to authorize the following named individual, _____ to
close the unit's existing Family Readiness Group checking account on my
behalf.

Checking Account Number:

IRS Employee Identification (tax ID #) Number (EIN): XXXX-XXXXX

Mailing Address: _____, Unit Address, City, State, ZIP

If you have any questions or concerns, contact my representative at the unit,
_____ at XXX-XXX-XXXX. Thank you for your assistance.

Sincerely,

Commander's Signature or their representative